Information Technology Investment Board

Wednesday and Thursday
January 11-12, 2006
Crowne Plaza West
6532 West Broad Street
Richmond, VA

Attendance*

Members Present:

James W. Hazel	Scott D. Pattison
The Honorable Eugene J. Huang, Vice Chair	Leonard M. Pomata
Hiram R. Johnson	Alexander Y. Thomas
Kenneth S. Johnson, Sr.	

Member Absent:

Walter J. Kucharski
James F. McGuirk, II, Chair
Mary Guy Miller, Ph.D.

Others Participants:

Lemuel C. Stewart, Jr., Chief Information Officer of the Commonwealth
Aneesh Chopra, Incoming Secretary of Technology
Cheryl Clark, Deputy CIO
Dave Burhop, Department of Motor Vehicles
Leslie Carter, VITA
Elaine Carver, Roanoke County
Karen Chappell, Department of Motor Vehicles
Jeff Deason, VITA
Debbie Dodson. VITA
Fred Duball, VITA
Jan Fatourous, Department of General Services
Joe Fay, Northrop Grumman
Ingram Haley, Department of Planning and Budget
H.F. Jones, Northrop Grumman
Mike King, Northrop Grumman
Jane Kusiak, Council on Virginia's Future
Janet LaFleur, Department of Environmental Quality
Loyd Lane, VITA
Paul Lubic, VITA
Darlene Quackenbush, James Madison University
Murali Rao, Department of Transportation
Chris Saneda, VITA
Jerry Simonoff, VITA
John Taylor, Department of Corrections

* Not all participants were present the entire two days

Introductions and Welcome

Facilitators John Wheatley and Jane Conroy started the meeting at 9 a.m. Participants introduced themselves. CIO Lem Stewart welcomed participants.

Lem Stewart said 16 stakeholder workshops and numerous one-on-one sessions were held over the past four months to obtain input from more than 130 stakeholders to use for the strategic planning retreat. Sessions were held with Virginia citizens and business representatives, government and IT leaders, legislators and legislative staff members, and representatives of higher education. He extended appreciation to participants for giving their time and expertise for two days to the IT strategic planning effort.

John Wheatley and Jane Conroy provided an overview of the two-day retreat, the strategic planning process to date, and the model being used for the strategic planning retreat. An overview of stakeholder data sets was provided. Participants were divided into four teams.

Mission Statement

The teams worked on developing a mission statement. Mission statements were shared and combined into a rough draft. The statement developed:

Preserve, enable and enhance the delivery of Commonwealth services

John Wheatley noted that the mission statement is a rough draft only and that a work group will be formed to follow-up and refine the draft mission statement, and all other drafts developed during the retreat.

Vision Statement

The teams worked on developing a vision statement. Vision statements were shared but a agreement was not reached on a draft. Agreement was reached on themes that should be in the vision, including "trusted, easy, quality, quality of life, accessible, support, transparent, convenient, reliable, premier and practical."

John Wheatley said the group would come back to the vision statement if time permits, or the work group would develop a draft statement from the themes.

Review of Internal and External Drivers

John Wheatley shared a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis resulting from the stakeholder input sessions. Teams were assigned one of the areas and asked to determine whether additional items should be added. The additional items from each team were presented to the group.

Goal Development

John Wheatley provided information on development of goals. Teams developed five goals each and shared them with the group for discussion. Areas of overlap were determined.

Day 1 Wrap Up

John Wheatley reviewed the day's activities and asked members to reconvene at 8:30 a.m. the next day.

Day II Welcome

John Wheatley welcomed the group back to the retreat, and said CIO Lem Stewart wanted to address the group.

Lem Stewart reported that Bill Leighty, the Governor's Chief of Staff, called him the evening before. Lem Stewart said Bill Leighty had reviewed the stakeholders input document and found it well organized, well written and full of good information. He said the document and the state's business architecture document will be used to map initiatives for the coming four years.

Lem Stewart said there is good support of the IT strategic planning process and it's important that messages received from stakeholders are reflected in the plan. He said after a draft plan is prepared, it will be shared with stakeholders to validate their input. He said while this may extend the timeline for producing the strategic plan, it will ensure that the IT strategic plan speaks to what stakeholders have said.

John Wheatley presented a revised SWOT analysis and draft goals prepared by the facilitators overnight that included input from Day 1. The draft goals are:

1. Facilitate IT collaboration and partnerships
2. Ensure a trusted and reliable technical environment
3. Increase accessibility to government
4. Continually evaluate and improve the IT value equation
5. Create a reputation of trust for technology
6. Increase workforce productivity through the use of technology

Objectives Development

John Wheatley defined objectives and provided information on how to develop objectives under each goal. Teams selected goals and worked on objectives under those goals. Draft objectives developed include:

1. Facilitate IT collaboration and partnerships
    1.1 Share data easily across boundaries of government
    1.2 Create a knowledge sharing culture
    1.3 Facilitate horizontal government
    1.4 Promote innovative partnership programs
2. Ensure a trusted and reliable technical environment
    2.1 Ensure consistent, anytime, anywhere service levels
    2.2 Protect the assets, credentials and privacy of Commonwealth of Virginia systems and their users
    2.3 Ensure providers and users of Commonwealth of Virginia systems have an appropriate awareness and understanding of their respective roles and responsibilities
3. Increase accessibility to government
    3.1 Increase electronic interaction with and to government
    3.2 Increase information availability and usability
    3.3 Foster regional partnership initiatives
    3.4 Increase public awareness of services available
4. Continually evaluate and improve the IT value equation
    4.1 Ensure continuous improvement for technology
    4.2 Foster applied IT research and development throughout the Commonwealth
    4.3 Facilitate consistent capital funding for technology
5. Create a reputation of trust for technology
    5.1 Provide technology in an accountable, responsive, open and results oriented manner
    5.2 Provide effective means for continuous engagement and collaboration with all business interests

        5.3 Increase awareness and responsiveness to strengths, weaknesses, opportunities and threats
6. Increase workforce productivity through the use of technology
        6.1 Increase mobile workforce
        6.2 Increase telecommuting workforce

Measures Development

John Wheatley defined measures and provided information on how to develop measures under each objective. Teams drafted measures, which were shared with the group and will be put into document format by the facilitators.

Initiatives Identification

The facilitators defined initiatives and teams developed initiatives for each measure. The draft initiatives were shared with the group and will be put into document format by the facilitators.

Review/Close

John Wheatley and Jane Conroy were tasked with gathering the draft mission, vision, goals, objectives, measures and initiatives in a document format. A work task force will fine tune the work done and the work will be reported back to the ITIB Strategic Planning and Review Committee (SPARC). Jerry Simonoff thanked participants for their input. The session ended at approximately 4:10 p.m.